

Shoalhaven City Mayor's Relief Fund

Meeting Date: Tuesday, 16 August, 2022
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 5.00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Apologies**
2. **Confirmation of Minutes**
 - Shoalhaven City Mayor's Relief Fund - 20 September 2021 1
3. **Declarations of Interest**
4. **Reports**
 - MR22.1 Mayors Relief Fund Financial Statements to 30 June 2022 5
 - MR22.2 Mayors Relief Fund Policy 7
5. **General Business**

Membership

Clr Findley – Chairperson
All Councillors
Chief Executive Officer or nominee
Director City Performance
Mr Mark Williams
Mr Peter Dover
Mr Adam Carney

Quorum – Three (3)

Purpose

- The fund has been established and maintained as a public fund for the relief of persons in Australia who are in necessitous circumstances and it is intended that the public be invited to contribute to the fund.
- A person will be in necessitous circumstances where his or her financial resources are insufficient to obtain all that is necessary, not only for a bare existence, but for a modest standard of living in the Australian community.
- Necessitous circumstances may result from a disaster caused by flood, fire, drought, tempest or other calamity.

Delegated Authority

The management of the fund is vested in the Shoalhaven City Mayor's Relief Fund Committee. Rules have been adopted by Council.

MINUTES OF THE SHOALHAVEN CITY MAYOR'S RELIEF FUND

Meeting Date: Monday, 20 September 2021
Location: Microsoft Teams (Remotely)
Time: 11.20am

The following members were present (remotely):

Mayor Amanda Findley - Chairperson
Clr Nina Digiglio
Clr Kaye Gartner
Clr John Levett
Clr Greg Watson
Clr Patricia White
Stephen Dunshea - Chief Executive Officer
Jonathon Hill - RFS
Adam Carney – SES

Others present (remotely):

Kevin Voegt – Director, City Performance
Sara McMahon – Manager, Business Assurance & Risk
Olena Tulubinska – Chief Financial Officer
Michael Paine – Manager, Community Connections

Apologies / Leave of Absence

An apology was received from Jane Lewis, Director City Lifestyles.

Confirmation of the Minutes

RESOLVED (Clr Levett / Clr Digiglio)

That the Minutes of the Shoalhaven City Mayor's Relief Fund held on Thursday 29 October 2020 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

MR21.1 Mayor's Relief Fund Financial Statements 30 June 2021

HPERM Ref:
D21/331238

Clr Watson noted the Mayor's Relief Fund has maintained the practice of disbursing monies that have been raised for that purpose and to retain some equity for emergencies. He advised that \$30,000 minimum should be retained in the Fund. Clr Findley clarified the \$75,000 remaining in the Fund after the proposed disbursement of Bushfire Appeal Funds had not been raised for a specific purpose. This was discussed in item MR21.3 below.

Recommendation (Item to be determined under delegated authority)

That the Financial Statements to 30 June 2021 for the Mayor's Relief Fund be received for information.

RESOLVED (Clr Gartner / Clr Digiglio)

That the Financial Statements to 30 June 2021 for the Mayor's Relief Fund be received for information.

CARRIED

MR21.2 2021 Wellbeing Recovery Fund

HPERM Ref:
D21/231814

Michael Paine (Manager, Community Connections) advised that since this resolution was made, Council has received grant funding for social wellbeing programs, including from the Bushfire Local Economic Recovery Fund which have been distributed as bushfire recovery grants. Council is also either running or participating in the following wellbeing recovery programs"

- Ulladulla Recovery Hub
- Bushfire Recovery Health and Wellbeing Network projects across the Shoalhaven
- Recovery Hotline and Recovery Hub.
- Council's Community Recovery Officer position has had extended funding
- Funds for a dedicated member of community to visit 15 affected communities, including some social recovery programming.

Council is submitting two further applications to the Black Summer Bushfire Fund which will assist with wellbeing recovery initiatives.

Accordingly, the recommendation is being made to not proceed with a separate public fundraising appeal for this purpose.

Clr Gartner acknowledged the work of the staff to bring in this level of grant funding to the community, as well as the sources of those funds. She congratulated and thanked the team.

Recommendation (Item to be determined under delegated authority)

That the Mayoral Relief Fund Committee resolve not to proceed with plans to launch a separate Wellbeing Fund given the current funding available through a range of funding streams for Social Wellbeing Programming.

RESOLVED (Clr Gartner / Clr Digiglio)

That the Mayoral Relief Fund Committee resolve not to proceed with plans to launch a separate

Wellbeing Fund given the current funding available through a range of funding streams for Social Wellbeing Programming.

CARRIED

MR21.3 Mayoral Relief Fund - Proposal for final disbursements

**HPERM Ref:
D21/280315**

Members of the committee discussed the preservation of the pre-existing balance in the Fund. Olena Tulubinska (Chief Financial Officer) confirmed that of the \$161,000 Fund total, \$70,000 derives from the Bushfire Appeal Fund. \$75,000 was the original balance prior to this Appeal and this remains in the Fund.

The Committee requested that the closing balance of \$75,000 be retained in the Mayor's Relief Fund.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Mayors Relief Fund Committee:

1. Endorse that individuals who have received no assistance or partial assistance from the Shoalhaven Mayoral Relief Fund, be back paid any amounts that they may have missed out on.
2. Request that Council consider a donation of \$1000 towards the headstone for John Butler of Yatte Yattah who passed away in the Currowan Bushfire to be funded through the Unallocated Donations Budget (balance as of 10/09/21 - \$16,174.74)
3. Endorse a disbursement of \$1000 per person to the 12 identified renters who were living in properties that were destroyed in the Currowan bushfire.
4. The balance of funding in the Mayoral Relief Fund of \$25,058 be allocated to:
 - a. *To be determined and added at the Mayoral Relief Fund Committee Meeting (insert details)*
 - b. *To be determined and added at the Mayoral Relief Fund Committee Meeting (insert details)*

RESOLVED (Amanda Findley / Cllr Watson)

That the Shoalhaven City Mayor's Relief Fund Committee:

1. Endorse that individuals who have received no assistance or partial assistance from the Shoalhaven Mayoral Relief Fund, be back paid any amounts that they may have missed out on.
2. Provide \$1000 towards the headstone for John Butler of Yatte Yattah who passed away in the Currowan Bushfire, to be funded from the residual funds that were not raised through the Currowan Bushfire Appeal.
3. Endorse a disbursement of \$1000 per person to the 12 identified renters who were living in properties that were destroyed in the Currowan bushfire.
4. Retain the balance of the Currowan Bushfire funding for 18 months for any outstanding matters in the community relating to the Currowan fire, and any residual monies at the completion of that 18 months be transferred to the general balance of the Mayor's Relief Fund.

CARRIED

MR21.4 Urgent Item - Additional Allocation

During discussion of the previous item, Clr Findley raised the matter of a resident whose home had been substantially damaged by a falling tree at Sanctuary Point. The Committee agreed that although the circumstances should not be funded from the Currowan Bushfire Appeal, the residual monies in the Fund that have been kept separate may be used for the purpose.

RESOLVED (Amanda Findley / Clr Watson)

That \$5000 be disbursed to the owner of Lot 2465 DP216525 Sanctuary Point, from the residual funds that were not raised through the Currowan Bushfire Appeal.

CARRIED

There being no further business, the meeting concluded, the time being 12.04pm.

Mayor Amanda Findley
CHAIRPERSON

MR22.1 Mayors Relief Fund Financial Statements to 30 June 2022

HPERM Ref: D22/279125

Department: Finance

Approver: Olena Tulubinska, Chief Financial Officer

Reason for Report

To provide the Financial Statements for the Mayor's Relief Fund for the Financial Year ending 30 June 2022 to the Shoalhaven City Mayor's Relief Fund Committee.

Recommendation (Item to be determined under delegated authority)

That the Financial Statements to 30 June 2022 for the Mayor's Relief Fund be received for information.

Options

1. Accept the recommendation

Implications: Nil

2. Request additional information relating to the report presented

Implications: Additional report required

Background

Below are the Income Statement and Statement of Financial Position to 30 June 2022 for the Mayor's Relief Fund:

SHOALHAVEN CITY MAYOR'S RELIEF FUND
INCOME STATEMENT
for the period 1 July 2021 to 30 June 2022

	Actual 2022	Actual 2021
Income From Continuing Operations		
Donations Received	661.40	150,764.88
Interest Received	191.45	299.61
Total Income From Continuing Operations	852.85	151,064.49
Expenses From Continuing Operations		
Lisa Sanders	5,000.00	0.00
Bushfire Payments	49,728.09	171,341.15
Total Expenses From Continuing Operations	54,728.09	171,341.15
Operating Result From Continuing Operations	-53,875.24	-20,276.66

MR22.1

SHOALHAVEN CITY MAYOR'S RELIEF FUND
STATEMENT OF FINANCIAL POSITION
as at 30 June 2022

	Actual 2022	Actual 2021
ASSETS		
Current Assets		
Cash at Bank	500.00	500.00
Investments	106,972.61	160,847.85
Total Current Assets	107,472.61	161,347.85
Total Assets	107,472.61	161,347.85
LIABILITIES		
Total Liabilities	0.00	0.00
Net Assets	107,472.61	161,347.85
EQUITY		
Accumulated Surplus	107,472.61	161,347.85
Total Equity	107,472.61	161,347.85

MR22.1

Note 1: Cash and Investments Breakdown as at 30 June 2022:

	30-Jun-22 \$	30-Jun-21 \$
Funds Remaining from Previous Campaigns	69,703.51	74,703.51
Mayor's Giving Tree	500.00	500.00
Mayor's Giving box	8,424.94	7,763.54
2019/20 Bushfire Appeal	25,421.67	75,149.76
Interest Earned	3,422.49	3,231.04
Total:	107,472.61	161,347.85

MR22.2 Mayors Relief Fund Policy

HPERM Ref: D22/279735

Department: Business Assurance & Risk
Approver: Kevin Voegt, Director - City Performance

Attachments: 1. DRAFT Mayors Relief Fund Policy [↓](#)

Reason for Report

To recommend the Mayors Relief Fund Rules (Policy) to Council for final adoption.

Recommendation (Item to be determined under delegated authority)

That Council:

1. Adopt the Mayors Relief Fund Rules (Policy) with the highlighted amendments as **attached** to the report.
2. Acknowledge that the Shoalhaven Minister's Fraternal is no longer operational and appoint a representative from SALT as a member of the Shoalhaven City Mayors Relief Fund.

Options

1. As Recommended

Implications: Upon adoption from the Mayor's Relief Fund Committee, the Mayors Relief Fund Rules (Policy), will then be reported to Council for endorsement.

2. The Mayor's Relief Fund Committee request further amendments to be made to the Mayors Relief Fund Rules (Policy), prior to the Policy being submitted to Council for endorsement.

Implications: Further amendments will be made prior to the Mayors Relief Fund Rules (Policy) being submitted to Council for endorsement.

Background

The Mayor's Relief fund was established in 2004 and maintained as a public fund administered by an appointed fund Committee and operates within the Fund rules. The fund has been established to provide relief to persons in Australia who are in necessitous circumstances, with funds contributed via appeals and directly from members of the public and other organisations.

A person will be in necessitous circumstances where his or her financial resources are insufficient to obtain all that is necessary, not only for a bare existence, but for a modest standard of living in the Australian community. Necessitous circumstances may result from a disaster caused by flood, fire, drought, tempest or other calamity.

In the period of 2019 and 2022 the Mayor's Relief Fund activated the Currowan Bushfire Appeal and processed payments of various types and criteria to residents and ratepayers impacted by the fires. The review of this policy draws upon the learnings of the experience of handling that appeal process, from discussions with relevant staff and incorporates suggestions from the Mayor.

Changes proposed reflect practice required to administer and have been discussed and approved by the Mayor via the Mayor's Personal Assistant which include:

- Minor changes to reflect changes in job titles
- Change from cheque only payment method and to allow more flexibility for payment methods and support electronic communications with recipients to provide quicker access to funds.
- The purchasing and storing of VISA gift cards to allow for immediate relief. This has also been discussed with Council's Internal Auditor and appropriate agreed upon measures have been included as part of the draft attached Mayor's Relief Fund Rules.
- As the Shoalhaven Minister's Fraternal is no longer operational it is recommended that a representative from the Shoalhaven wide organisation SALT is appointed to the Committee in this space. The Committee may also wish to include in the membership a representative from other suitable Community organisations which provide assistance to persons throughout the Shoalhaven local government area.

The organisational support to the Mayors Relief Fund Rules is not outlined specifically within the rules, but in practice would be as follows:

- City Performance – Governance – Meeting and minutes support
- City Performance- Finance – Budget and Financial reporting, Audit
- CEO Office – Mayor's PA - Coordination of correspondence/ payments and Gift Card management
- City Lifestyles – Community Connections – Advice and support on community requirements, support and engagement.

Community Engagement

No formal community engagement has been undertaken in relation to the proposed amendments. The Rules are published on the Council's website.

Policy Implications

Upon adoption by the Mayor's Relief Fund Committee, this will then be reported to Council for endorsement.

Mayor's Relief Fund Rules

Adoption Date:	24/09/2002
Reaffirmed:	28/09/2004, 24/03/2009, 23/04/2013
Amendment Date:	
Minute Number:	MIN02.1294, MIN04.1165, MIN09.339, MIN13.367
Review Date:	
Directorate:	City Performance
Record Number:	POL16/190

Mayor's Relief Fund Rules

1. Purpose

The fund has been established and maintained as a public fund for the relief of persons in Australia who are in necessitous circumstances and it is intended that the public be invited to contribute to the fund.

A person will be in necessitous circumstances where his or her financial resources are insufficient to obtain all that is necessary, not only for a bare existence, but for a modest standard of living in the Australian community.

Necessitous circumstances may result from a disaster caused by flood, fire, drought, tempest or other calamity.

2. Statement

The name of the fund shall be the "Shoalhaven City Mayor's Relief Fund", having its office at the City Administrative Centre, Bridge Road, Nowra and its postal address being PO Box 42, Nowra.

Council reaffirmed these rules in their revised format by Minute 04.1165 on 28th September 2004 and Minutes 09.339 on 24th March, 2009.

3. Provisions

3.1. Non-Distribution of Profits

a. The income and property of the fund however derived, shall, subject to any obligations under charitable trust law or any other statutory requirements, be used and applied solely in the promotion of its objects and in the exercise of powers conferred upon it by the rules.

b. No portion of this income and property shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the managing committee of the fund or Council.

3.2. Management Committee

The management of the fund shall be vested in the Shoalhaven City Mayor's Relief Fund Committee. Membership of the committee shall consist of:

- The Mayor ~~for the time being~~ of the Shoalhaven City Council (Chairperson)
- The ~~General Manager~~CEO ~~for the time being~~ of the Shoalhaven City Council (or his nominee) to act as Secretary
- Councillors of Shoalhaven City Council as appointed by Council
- Representative of Salt Care Shoalhaven as being a Shoalhaven wide community and care organisation
- ~~President of the Shoalhaven Minister's Fraternal or nominee;~~
- Shoalhaven City Council Fire Control Officer or nominee;
- Shoalhaven City Council State Emergency Services Co-ordinator or nominee;
- Shoalhaven City Council Director City Performance Finance and Corporate Services
~~Director~~

3.3. Financial Year

Mayor's Relief Fund Rules

The financial year of the fund shall operate from 1 July to 30 June.

3.4. Annual General Meeting

The Annual General Meeting of the fund shall be held during the month of August in each year, when the Annual Report and Annual Financial Statements shall be presented. The Annual Financial Statements contain an income statement and a balance sheet.

Meetings of the Fund Committee may be held remotely or and when required decisions may be made via electronic (email) voting.

3.5. Quorum

A quorum of the committee shall be three (3) members.

3.6. Notice of Meetings

Ordinary Meetings shall be called by giving three (3) days clear notice to each member, provided that in case of emergency a meeting can be called as early as it can be conveniently arranged.

3.7. Receipt of Monies

All moneys paid to the fund shall be collected by the Shoalhaven City Council ~~Director of Finance and Corporate Services~~ Director City Performance, or some servant of the Council authorised by the Director ~~of Finance and Corporate Services~~ City Performance. Where requested, a receipt will be issued for all ~~for all~~ monies received and shall be banked in the Council's Mayor's Relief Fund.

Receipts issued for tax deductible gifts must state:

- Shoalhaven City Mayor's Relief Fund
- ABN of Shoalhaven City Council
- That the receipt is for a gift

Where a specific event or circumstance requires additional funding injection into the fund an Appeal will be established.

Electronic Fund Raising Platforms may be utilised for the collection of funds both domestically and internationally for appeals. Any such platforms or products used are to meet Council Policy and Procedures with respect to accounting and financial standards and privacy and have minimal transaction fees applied.

3.8. Payment of Monies

Accounts shall be presented and passed for payment at a meeting of the Committee, provided that in case of emergency the Chairperson and Secretary, after consulting as many members as possible, may authorise a payment and submit it to the next meeting of the Committee for confirmation. All accounts shall be paid by ~~cheque~~ EFT or cheque.

3.9. Record Keeping

The persons nominally authorised to operate on the accounts of the Council shall be the persons to operate Council's Mayor's Relief Fund. An accurate account of monies received and monies expended shall be kept.

3.10. Disbursements

The Committee may approve and make payments to:

Mayor's Relief Fund Rules

- a. Organisations set up in any locality in Australia for the purpose of providing relief to persons in Australia who have suffered loss or distress as a result of a disaster caused by flood, fire, drought, tempest, or other calamity.
- b. Individuals in Australia who have suffered loss as a result of disaster caused by flood, fire, drought, tempest or other calamity including personal or family calamity.

3.11. Retention of Money

The Committee may hold funds in the Mayor's Relief Fund of the Shoalhaven City Council to enable it to render early relief to persons suffering as a result of disaster.

~~From an established appeal, in To give immediate relief in~~ necessitous cases, the Chairperson and Secretary ~~and the President of the Shoalhaven Minister's Fraternal~~ are authorised to approve payment of up to \$500 ~~from funds donated by the way of as VISA gift cards (not tied to a vendor or supplier) once an appeal is established, to be stored in a locked safe located in the CEO's Group area, if purchased prior to issuing. All serial numbers of the gift cards within the safe are to be kept on a spreadsheet in TRIM complete with the officer's name responsible for locking them in the safe and the officer's name responsible for signing them out to remove and issue them. The recipient of the gift card's details are to be filled out on the spreadsheet next to the relevant serial number issued for reconciliation purposes;~~ provided that any assistance thus rendered shall be reported to an early meeting of the Committee for confirmation.

3.12. Dissolution

- a. The fund shall be dissolved in the event of committee membership less than four persons or upon the vote of a three-fourths majority of members present at a Committee Meeting convened to consider such question.
- b. If the fund is wound up or if the endorsement (if any) of the fund as a deductible gift recipient is revoked, any surplus assets of the fund remaining after the payment of liabilities attributable to it shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made having objects similar to the objects of the fund, which prohibits the distribution of its income and property among its members to an extent at least as great as is imposed by the fund under rule 3. However, in making the distribution, the fund must ensure it satisfies all legal obligations applying to any funds or property over which a charitable trust exists.

3.13. Audit

The accounts of the Fund shall be audited by the Auditors ~~for the time being~~ of the Shoalhaven City Council, Nowra.

3.14. Amendment of Rules

These rules may be amended from time to time by resolution of Council. The Australian Taxation Office and the NSW Office of Liquor, Gaming and Racing may require notification of any amendments to these rules.

3.15. Self Review

The fund shall be reviewed before the Annual General Meeting to ensure that it continues to operate for the purposes for which it was granted status as a Deductable Gift Recipient.

3.16. Change of Committee Membership

Mayor's Relief Fund Rules

Any organisation represented on the Management Committee may change its representative from time to time to meet requirements or regulations of the organisation, or may be requested by the Management Committee of this Fund to change their representative.

4. Implementation

The ~~Finance Corporate & Community Services Group~~ Director City Performance has responsibility for implementation of this policy.

5. Review

This policy statement will be reviewed within one year of the election of every new Council.